

McMaster Psychiatry & Behavioural Neurosciences Research Staff Recognition Award

Timelines

- December 4th, 2017 – Launch of Research Staff Recognition Award Competition
- March 30th, 2018 – Deadline for Nomination Letters (by 11:59 pm)
- May 2nd, 2018 – Award Recipient will be announced at McMaster Psychiatry Research Day

Award Description

This award is intended to recognize research staff who consistently contribute to the research success of their affiliated programs. This includes providing outstanding service; fostering innovation; taking initiative; and creating a positive influence and rapport in the workplace. Candidates must be nominated to be considered for this award. The award is open to all Research staff via nomination as described below under the “Nomination Process” heading.

Award

The successful recipient will receive a monetary award in the amount of \$150.00. The award winner will be announced during the Awards Presentation held as part of the McMaster Department of Psychiatry and Behavioural Neuroscience’s Annual Psychiatry Research Day (May 2nd, 2018).

Nomination Process

The Research Staff Recognition Award competition consists of a single application process for eligible personnel. Candidates must be nominated to be considered for this award. A candidate may be nominated by a faculty member in McMaster University’s Department of Psychiatry & Behavioural Neurosciences.

Nomination Letter

The nominator must write a letter of nomination about the nominee that addresses the criteria listed below. Be specific and provide examples of how the nominee meets the criteria. The letter should also include why you are nominating the staff member, and indicate the nominee’s supervisor.

Nominators must submit their nomination letter for consideration no later than 11:59pm on Friday, March 30th, 2018.

Guidelines and Criteria

Selection will be based primarily upon the following criteria:

1. **LIVING the MISSION** – how they uphold the Vision, Mission and Values of the Department of Psychiatry and Behavioural Neurosciences
2. **RELATIONSHIPS** – how they actively contribute to the creation of a positive environment and experience with their interaction with others
3. **INNOVATION and INITIATIVE** – how they introduce or enable new approaches to assist in facilitating research or other within the Department of Psychiatry and Behavioural Neurosciences
4. **QUALITY of WORK** – how they deliver high quality of service
5. **PROFESSIONAL GROWTH** – how they commit to continual education and maximize learning opportunities

Eligibility

The Research Staff Recognition Award may be awarded to an individual (full-time or part-time) working in research at any Department-affiliated campus, regardless of formal employer (i.e. McMaster, SJHH, HHS). Types of positions and personnel who are eligible for nomination include Research Coordinators, Research Assistants, Research Support Staff (including Research Administrative Staff), Research Laboratory Personnel, and Research Laboratory Technologists. The nominee must be supervised by an active research investigator associated with McMaster University, Department of Psychiatry & Behavioural Neurosciences. Learners are not eligible for the Research Staff Recognition Award.

Review Process

Nomination submissions will be reviewed by the Award Review Committee struck by the Associate Co-Chairs, Research. Committee recommendations will then be forwarded to the Department Chair who has final approval.

Notification of Awards

The successful recipient and their nominator and/or supervisor will be notified prior to Research Day.

Submission

The nomination letter must be emailed to Alison Kerkhof (kerkhofa@mcmaster.ca).